



P.O. Box 6222
Indianapolis, Indiana 46206
Telephone: 317/317-6222

Shipping/Overnight Address:
1802 Alonzo Watford St. Drive
Indianapolis, Indiana 46202

www.ncaa.org

VIA E-MAIL

MEMORANDUM

*11 a.m.
Wednesday
November 20*

TO: Members of the NCAA Football Certification Subcommittee

FROM: Dennis Poppe
Managing Director for Baseball and Football.

Keith Martin
Director of Finance and Business Operations.

SUBJECT: November 20 Telephone Conference.

Several issues have developed that require a review by the Football Certification Subcommittee. Therefore, a telephone conference has been established for 11 a.m. Eastern time, Wednesday, November 20. To participate in the conference, please follow these instructions:

- Dial the "ready conference" number 800/213-0326.
- When prompted, enter the participant pass code 277069, followed by the "*" key.
- When prompted, state your name, followed by the "*" key.

The following agenda items will be discussed during the conference:

1. Letters of credit. (Note: Several sponsoring agencies have not submitted their letters of credit by the November 1 deadline.)
2. Institutional bowl eligibility. (Note: We have been informed that a conference may not be able to provide a bowl eligible team for a postseason bowl; however, another conference is considering an agreement with the sponsoring agency that could commit a team with a 6-6 record to the bowl. The issues are what constitutes a contract and when it must be executed. Please refer to NCAA Bylaw 30.9.2.1, page 370 of the 2002-03 NCAA Division I Manual.)
3. Preparations for future meetings
 - a. February 4, 2003 - Indianapolis, Indiana
 - b. April 28 to May 1, 2003 - San Diego, California

We look forward to meeting with you next week.

DP/KM:lat

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